DEPARTMENT OF GENERAL SERVICES Schedule No. C1288 RECORDS MANAGEMENT DIVISION Page 1 of 3 RECORDS RETENTION AND DISPOSAL SCHEDULE Division/Unit Agency County Commissioners of Calvert County, MD Planning & Zoning **Board of Appeals** Item Description Retention No. "The issuance of a legal hold by the County Attorney's Office overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the County Attorney's Office. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so." **Email** 1 **Transitory Correspondence** 1-A Incoming and outgoing email correspondence related to matters of Retain 1 year until short term interest. Transmittal correspondence between administrative need ends and individuals, departments or external parties containing no final then destroy. contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose. Schedule Approved by Department, Agency, Schedule Authorized by State Archivist or Division Representative. Revised June 22, Date Date Signature (Typed Name J. Mark Willis Signature Title Director, Planning & Zoning

Schedule No. C1288 DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 2 of 3 (Continuation Sheet) Division/Unit Agency County Commissioners of Calvert County, MD Planning & Zoning **Board of Appeals** Description Retention No. 1-B Administrative Correspondence Incoming and outgoing business-related correspondence created in Retain for 1 year then purge the course of administering agency functions and programs. from email system. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated series should follow the associated retention period. 1-C **Executive Correspondence** Incoming and outgoing business-related correspondence that Permanent. Retain for 1 year, provides unique information relating to the functions, policies, then transfer to the State procedures or programs of an agency. These records document Archives. executive decisions made regarding agency interests. The executive decision maker is the agency director. 2 Meeting Minutes, Tapes/CDs/and SD Recordings of Board of Appeal Cases Retain for 1 year until Board of Appeals Meeting Minutes and Taped and/or CD administrative need ends and recordings for Public Board of Appeals hearings for Calvert then destroy. County, MD. Records are kept in chronological order. The information regarding decisions is kept in chronological order, and can be accessed by property id (map, parcel and section number) and case number. These are of significance as the reasons leading to the decisions of the Board of Appeals are discussed during the hearings. These are discussions that are at times, reviewed when land use questions regarding those properties arise during subsequent zoning change requests. (Taped recordings were subsequently replaced with CD records, cd records were replaced with SD (media that is currently being used.))

DEPARTMENT OF GENERAL SERVICES Schedule No. C1288 RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 3 of (Continuation Sheet) Division/Unit Agency County Commissioners of Calvert County, MD Planning & Zoning **Board of Appeals** Item Description Retention No. 3 Vacant-Series was merged with related material Board of Appeals Application Submittals and General Record Files Documentation for all cases that come before the Board of Appeals Retain for 1 year until for Calvert County, MD including application packages, plats, administrative need ends and exhibits, staff reports, and Board of Appeals court orders. Appeals then destroy. that the Board of Appeals hears include variances, special exceptions and expansion or replacement of non-conforming uses to the zoning ordinance regulations. Files also include mailing address files, procedures, invoices and budget files. 5 Vacant-Series merged with related materials

DGS 550-1A

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150 Main Street - 3™ floor Prince Frederick, MD 20678
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Real Property Data Search database located at the following website: https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx.			Retain for 1 year or until administrative need ends and then destroy.				
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